

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

End User Guide

Create Social Security Certificate using SAP Build Process Automation or SAP Workflow Management

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Overview

This document provides information about how to use the Create Social Security Certificate using SAP Build Process Automation or SAP Workflow Management. HR & all employees that travel to other countries are the target users of this document.

An employee needs to travel and creates a Social Security Certificate Request. As he/she travels to a country where a social security agreement exists (e.g., EU, Switzerland, Liechtenstein, Iceland, UK, or Northern Ireland), the respective social security certificate, e.g., A1, D/USA 101, VRC/D 101 etc., has to be obtained. To do so, the HR department needs to send out a form to the respective organization to receive the needed certificate. This workflow increases the transparency between HR and employees.

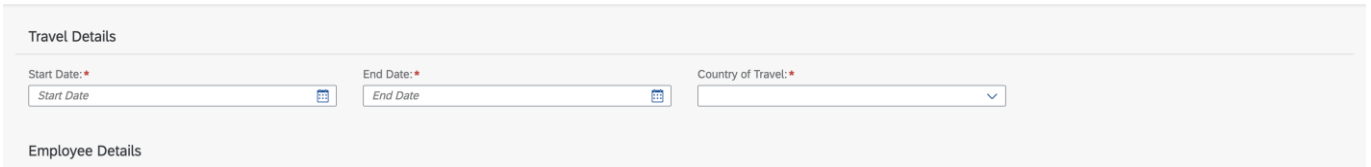
- By using integration into SAP SuccessFactors, SAP S4/Hana, and SAP ERP Central Component (ECC), the overall data quality of the request is increased.
- The attachments are sent out using SAP Document Management, which reduces the number of files sent via mail and automatically controls access.

Request Social Security Certificate

The user interface to start the workflow has 5 sections.

1. Travel Details


Enter the details of your travel: The start date, end date, and the country of travel.



The screenshot shows a form titled "Travel Details". It contains three input fields: "Start Date:" with a calendar icon, "End Date:" with a calendar icon, and "Country of Travel:" with a dropdown arrow. Below this section is a header for "Employee Details".

2. Employee Details

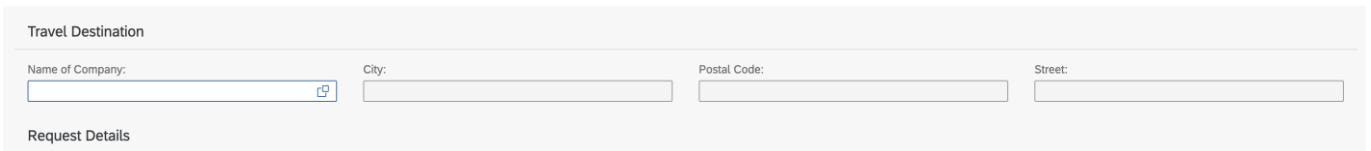
Enter the details of the employee who is travelling. Depending on the systems used, you can search for the complete details using name and id.



The screenshot shows a form titled "Employee Details". It contains six input fields: "Name of Employee:", "Country:" (dropdown), "Postal Code:", "User Id:", "City:", and "Street:". There is also an "E-mail of Employee:" field at the bottom.

3. Travel Destination

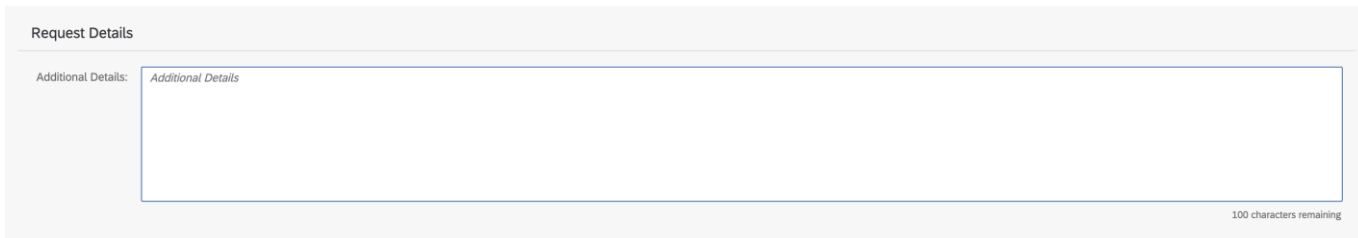
Enter the destination of the travel. Depending on the systems used, you can search for the complete details using name and id or enter it directly.



The screenshot shows a form titled "Travel Destination". It contains four input fields: "Name of Company:", "City:", "Postal Code:", and "Street:". Below this section is a header for "Request Details".

4. Request Details

Add in additional details, e.g., who else is traveling with you or if there are any other important details that need to be communicated.



The screenshot shows a form titled "Request Details". It contains a large text area labeled "Additional Details:" with a placeholder "Additional Details". A small text "100 characters remaining" is visible at the bottom right of the text area.

5. Attachments

Upload attachments ("txt", "ppt", "doc", "xls") that verify the travel or include other relevant information. Only images ("jpg" and "png") and pdf files can be uploaded.

Attachments (0)

Upload



No files found.

Drop files to upload, or use the "Upload" button.

My Inbox Task

“My Inbox” application enables line of business users to claim and complete their task. Please go through [SAP My Inbox documentation](#) for more details.

The Social Security Certificate Package enables the HR response to view the tasks in My Inbox after a request has been submitted. They could also make a decision to ask for a rework by the employee or cancel the complete workflow if the travel is no longer necessary.

Check Data

This task gets created after a workflow has been submitted and the step “Check Data” is started (and if the process is configured to have this step). HR responsible can review the data submitted by the employee.

The approval user interface to check the data of the request has 5 sections.

1. Travel Details

Shows details of the travel details

Social Security Certificate's Request Tasks

Travel Details

Start Date:	<input type="text" value="4 Mar 2022"/>	Country of Travel:	<input type="text" value="USA"/>
End Date:	<input type="text" value="30 Mar 2022"/>		

2. Employee Details

Shows details of the employee.

Employee Details

Name of Employee:	<input type="text" value="Test Test"/>	City:	<input type="text" value="Mannheim"/>
User Id:	<input type="text" value="001234"/>	Postal Code:	<input type="text" value="69115"/>
E-mail of Employee:	<input type="text" value="Test@info.com"/>	Street:	<input type="text" value="Teststreet"/>
Country:	<input type="text" value="DEU"/>		

3. Travel Destination

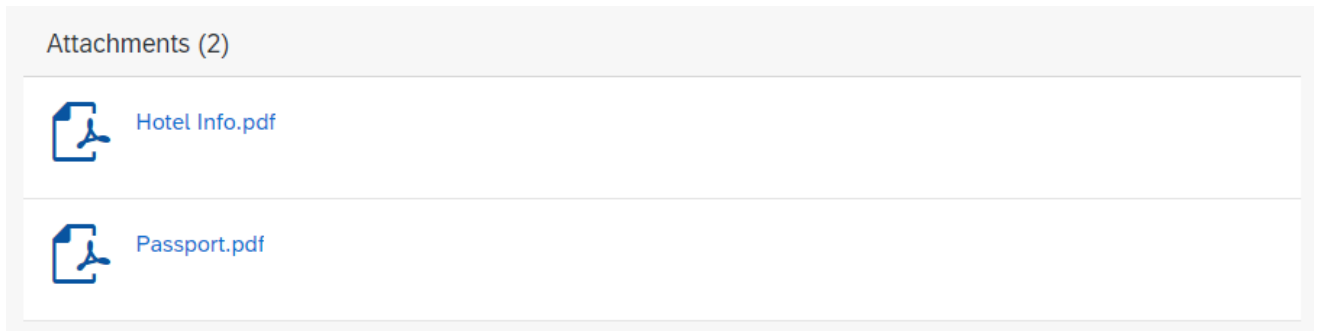
Shows the travel destination details.

Travel Destination	
Name of Company:	Postal Code:
<input type="text" value="Domestic US Supplier 81 (Ariba Sourcing)"/>	<input type="text" value="32168-5867"/>
City:	Street:
<input type="text" value="New Smyrna Beach"/>	<input type="text" value="South Street"/>

4. Request Details

Shows the request details, if entered by the employee.

Request Details	
Additional Details:	<input type="text" value="Business Trip to Customer XXX"/> <input type="text" value="Will stay in Hotel X for 5 nights"/>



The HR employee can make one of the following decisions:

1. Approve: The workflow proceeds to the next step.
2. Rework: The employee gets another task to update the content based on the reason entered in the UI.
3. Cancel: The workflow is stopped.



Correct Data

This task gets created for the employee when the HR responsible rejects “Check Data” task. The employee can update the request and submit again.

The user interface to correct the data of the request has 5 sections.

1. Travel

Details

Travel Details

Start Date: *

Country of Travel: *

End Date: *

2. Employee Details

The employee details are read-only as the employee cannot change them anymore.

Employee Details

Name of Employee:

Country:

Postal Code:

E-mail of Employee:

City:

Street:

3. Request Details

The user can edit the request details if needed.

Request Details

Additional Details:

100 characters remaining

Rework reason:

4. Rework Reason History

Shows the history of other rework requests



Rework reason history

Need id from identification card

5. Attachments

Upload additional files

Attachments (2) Upload

 Passport.pdf ×
 Hotel Info.pdf ×

The employee can make one of the following decisions:

1. Submit: Submit the data so that the HR responsible can check the data again.
2. Cancel: The workflow is stopped.

Submit Certificate

This task gets created for the HR responsible after the request was submitted and verified. Once the HR completes the task, the employee will get an E-Mail where he/she can download the social security certificate(s).

The approval user interface to upload the final attachments of the request has 5 sections.

1. Travel Details

Shows the travel details.

Travel Details	
Start Date:	Country of Travel:
<input type="text" value="25 Mar 2022"/>	<input type="text" value="Germany"/>
End Date:	
<input type="text" value="1 Apr 2022"/>	

2. Employee Details

Shows the details of the employee who has requested the certificate.

Employee Details		
Name of Employee:	Country:	Postal Code:
<input type="text" value=""/>	<input type="text" value="DEU"/>	<input type="text" value="68307"/>
E-mail of Employee:	City:	Street:
<input type="text" value=""/>	<input type="text" value="Mannheim"/>	<input type="text" value="Ziegelgasse"/>

3. Travel Destination

Shows the travel destination.

Travel Destination	
Name of Company:	Postal Code:
<input type="text" value="Domestic US Supplier 81 (Ariba Sourcing)"/>	<input type="text" value="32168-5867"/>
City:	Street:
<input type="text" value="New Smyrna Beach"/>	<input type="text" value="South Street"/>

4. Request Details

Shows the request details.

Request Details

Additional Details:

5. Policy

Shows the details of how to create the request at the respective authorities.

Policy


Policy Details:

The form is issued by the social security institution you are registered with in your home country.

6. Attachments

Upload up to 3 documents for the social security certificate.

Attachments (1) Upload

A1 Certification for Country_Employee Name.pdf

×

The employee can make one of the following decisions:

1. Submit: The uploaded files are sent to the employee via mail
2. Cancel: The workflow is stopped.

Submit Cancel

Process Visibility Workspace

Process Visibility capability in SAP Build Process Automation or SAP Workflow Management enables Process Owners and Process Operators to gain real time visibility on processes and key process performance indicators. It also enables customers gain out of the box process visibility into their deployed processes. Please refer [help documentation](#) for more details.

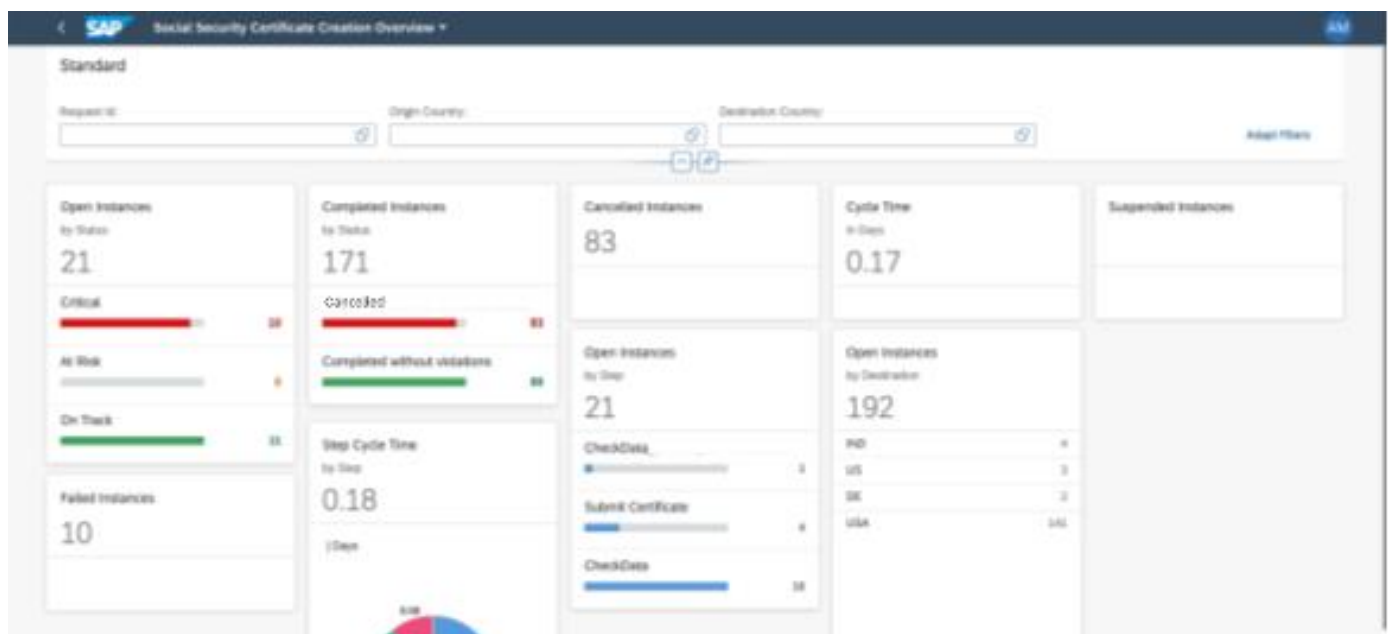
The “Create Social Security Certificate” package provide out of the box visibility to process performance indicators for all the deployed process variants in SAP Build Process Automation or SAP Workflow Management. A process owner or line of business expert will be able to enhance the visibility scenario.

Access Process Workspace with SAP Build Process Automation

1. The administrator would have added a tile in the central Fiori Launchpad that corresponds to the scenario “Create Social Security Certificate”. For more information on how to add scenario-specific tiles, refer to the [help documentation](#).
2. Click the scenario-specific tile in the Fiori Launchpad.
3. User will see the detailed process visibility dashboard.

Access Process Workspace with SAP Workflow Management

1. Go to Process Flexibility Cockpit.
2. Select Create Social Security Certificate tile.
3. Click Live Process Insights Social Security Certificate Creation Overview
4. User will see the below detailed process visibility screen.





Please go through [help documentation](#) on how to access process workspace.